

Enterprise Human Resources and Payroll



50 *Processing Extensions and Conversions for Employees on Appointments with Not-To-Exceed Dates*

Users have experienced employee's being terminated, although there is an extension or conversion action in the employees EHRP record. An analysis of this phenomenon revealed that the extensions and/or conversions had effective dates after the appointment not-to-exceed date.

Listed below are the steps that will ensure that auto terminations are not processed in EHRP.

1. Process extensions or conversions to new appointments on or prior to the not-to-exceed date (e.g. John Doe has an appointment not-to-exceed 01-05-05. The OPDIV has decided to extend John's appointment for another year. The extension or conversion action should be effective on 01-05-05 or before.)
2. Process the extensions or conversion not later than the close of business on the last day of processing for the pay period in which the not-to-exceed date falls (e.g. In the example above, the action to extend John would need to be processed by 5:00 p.m. on 01-07-05)